

STATE AND CONSUMER SERVICES AGENCY

915 Capitol Mall, Suite 200

SACRAMENTO, CA 95814



STATE AND CONSUMER SERVICES AGENCY
INNOVATIVE ENERGY EDUCATION GRANTS PROGRAM

Request for Proposals

**Proposals must be received in a sealed envelope
between
September 24, 2001
and
January 15, 2002 at 5:00 PM**

at

**State and Consumer Services Agency
915 Capitol Mall, Suite 200
Sacramento, California 95814**

Attention: Tiffany Golden

FOREWORD

Dear Prospective Grant Applicant:

To implement legislation recently signed by the Governor, the State and Consumer Services Agency (SCSA) is allocating approximately \$1.75 million to award grants from \$25,000 to \$200,000 for innovative projects and activities that teach school children about energy conservation and efficiency at school and/or in the home. This program offers schools and local governments, as well as non-profit and other organizations, an opportunity to develop creative approaches that promote energy conservation for students in grades K-12. Applications must be submitted before January 15, 2002.

The types of eligible projects are wide-ranging and include programs that would reach large segments of California's K-12 students and schools, such as regional home and school energy audits, community partnership programs, traveling energy performances, energy fairs, pilot programs which include scientific experiments, creating web and other technology programs, teacher training workshops, and a statewide mural contest.

Recently, SCSA developed the "Kids' Flex Your Power Energy Challenge" -- an energy resources guide and activity kit for 4th, 5th, and 6th grade teachers -- to increase student awareness and understanding of energy conservation. In the past few months, more than 2,700 teachers have used this kit, and over 100,000 students have completed home energy audits. Additionally, teachers can receive grants up to \$3,000 to support innovative projects to teach energy conservation and efficiency to their students under a new \$1 million grant program also being administered by the SCSA. If you or your colleagues would like additional activity kits or more information about the Energy Education Grant program for teachers, please contact Claudie Kiti at (916) 651-8792 or igrants@scsa.ca.gov.

As community leaders, you understand the importance of teaching and encouraging students to adopt energy conservation habits that will last a lifetime. I hope that you review the attached materials and apply for an Innovative Energy Education Grant. I thank you for your commitment to educate California's youth.

Best regards,

Aileen Adams
Secretary,
State and Consumer Services Agency

**STATE AND CONSUMER SERVICES AGENCY
INNOVATIVE ENERGY EDUCATION GRANTS PROGRAM**

REQUEST for PROPOSALS

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STATE AND CONSUMER SERVICES AGENCY (SCSA)
INNOVATIVE ENERGY EDUCATION GRANTS PROGRAM

PART I - SCHEDULE

<u>DATE</u>	<u>ACTIVITY</u>
September 24, 2001	Beginning application submittal date
January 15, 2002 at 5:00 p.m.	Final application due date
Beginning October 15, 2001	Grants will be awarded on a rolling basis

PART II - GRANT GUIDELINES

A. APPLICANT ELIGIBILITY

- Schools, local governments, public, private, non-profit, and other organizations.
- Grant awards will be limited to one per organization.
- Eligible applicants must:
 - * Submit a proposal as described in *Preparing a Proposal, Part III B.*
 - * Comply with all procedures outlined in this Request for Proposals.

B. GRANT FUNDING

- Approximately \$1.75 million is available to be awarded.
- Grants are available in amounts of \$25,000 to \$200,000. Under special limited circumstances, SCSA may supplement a grant for additional project activities designed to further the purpose of the grant.
- Twenty-five (25) percent of a grant project's awarded funds will be disbursed after the grant award agreement is executed, with subsequent funds disbursed after approval of each required quarterly report. Ten (10) percent of the funds will be held back pending receipt and approval of the project's Final Report.
- Although applicants are responsible for requesting a specific amount of funding, SCSA reserves the right to award an amount other than that requested by the applicant. Applicants offered an amount other than that requested may decline to accept the award.

C. ELIGIBLE PROJECTS

The types of eligible projects are wide-ranging, but all projects must meet the basic criteria of teaching school children about energy efficiency in the home and/or at school. Innovation and partnerships are strongly encouraged. Examples of eligible projects include, but are not limited to regional home and school energy audits, community partnership programs, traveling energy performances, energy fairs, pilot programs which include scientific experiments, creating web and other technology programs, teacher training workshops, and a statewide mural contest.

- Projects are encouraged to ensure specific reductions in energy consumption through pledges, and/or other programs that ascertain actual energy savings.
- Projects must comply with the Evaluation Criteria referenced in Part IV B.

D. PROJECT BUDGET - See *Preparing a Proposal, Part III B, and Attachment D*

E. GRANT TERM AND TIMELINES - See *Attachment E*

F. PROPOSAL FILING PROCEDURES

- Proposals must be submitted to SCSA in a sealed envelope marked: Innovative Energy Education Grant Proposal; Attention: Tiffany Golden.
- It is the responsibility of the applicant to ensure that the proposal is received during the specified period mentioned above. SCSA will not be responsible for any late or incomplete proposals due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is not sufficient.
- Proposals will be time and date stamped upon receipt. Any proposal received prior to the submission period or after the due date and time will not be eligible for consideration.
- All instructions must be followed, including submitting the proposal in the specified format and order and providing all required information. Failure to do so may disqualify the proposal. All proposals will be evaluated solely on their content.
- Proposals will be accepted, evaluated, and awards made on a continuous basis during the filing period until allocated funding is exhausted or all eligible proposals are funded, whichever occurs first. If any funds allocated to this grant program remain after the process is completed, they may be reallocated to other programs that further the legislative intent.

PART III - PROPOSAL INSTRUCTIONS

A. SUBMITTING A PROPOSAL

- All requested information must be provided in a clear and succinct manner.
- Proposals must be typed or computer-generated in 12 point font, double spaced with all pages numbered consecutively and printed double-sided on 8 ½" x 11" paper.
- Applicants must use the forms provided. Electronic copies of the forms may be downloaded from www.scsa.ca.gov or www.flexyourpower.ca.gov.
- An original and three copies of the proposal package must be submitted with all original signatures.
- Proposals must be received by the deadline: January 15, 2002 at 5:00 p.m.
- SCSA will not accept proposals by electronic facsimile (fax) or by e-mail.
- All proposals and materials submitted become the property of SCSA and will not be returned.

B. PREPARING A PROPOSAL

The proposal must contain the following information in the following order:

- **Proposal Cover Sheet - Attachment A**
- **Grant Award Face Sheet (SCSA A301) - Attachment B**
 1. **Administrative Organization:** Enter the complete name of the organization that is applying for funding.
 2. **Implementing Organization:** Enter the complete name of the organization responsible for the day-to-day operation of the grant, and the contact person's name and all related information requested.
 3. **Project Title:** Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.
 4. **Project Director:** Enter the name of the individual ultimately responsible for the project and all related information requested.

5. **Financial Officer:** Enter the name, and all related information requested, of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The check for this project will be mailed to the address shown for the financial officer.
6. **Award Number:** Leave blank (to be completed by SCSA).
7. **Grant Period:** Enter beginning and ending dates of your proposed project.
8. **State Amount:** Enter the amount of state funds requested for the project.
9. **Cash Match:** If applicable, enter the amount of cash match. If not applicable, enter N/A.
10. **In-Kind Match:** If applicable, enter the amount of in-kind match. If not applicable, enter N/A.
11. **Individual Authorized to Sign for Grantee:** Enter the signature, typed name, and all related information requested, of the individual authorized to sign the Grant Award Agreement on behalf of the organization applying for the grant. Provide an original signature of the authorized individual in blue ink.

- **Project Description - Attachment C**

Attach a brief but thorough description of the proposed project. Descriptions must be typed, double spaced and may not exceed two double-sided pages. Include all of the following:

1. Describe the project, detailing specific ways the project promotes energy conservation and efficiency in the home, school, and/or community.
2. Provide details on the project's direct or indirect energy savings and/or the number of students reached.
3. Indicate whether this is a new project or a continuation of an existing project.
4. Specify project participants (e.g., anticipated number and grade level of students, teachers, and/or other partners, such as local businesses, community centers, non-profit groups, etc.).
5. Describe what students will learn as a result of the project and how the project improves their knowledge of energy conservation.
6. Identify three or more relevant California State Education Standards that will be met through this project.
7. Discuss how the project can be replicated and sustained.
8. Describe how, if the project includes 4th, 5th, or 6th grade students, the project will incorporate the "Kids' Flex Your Power Energy Challenge" Activity Kit.
9. Identify any cash match or in-kind match that will be available to the project, if applicable.
10. Identify collaborative partners and their roles.
11. Indicate, if the proposal is for \$100,000 or more, the cost of the independent audit in the project budget.
12. Identify the geographical location and character of your project: north, south or central; rural or urban; small or large cities/counties.
13. Briefly describe staff roles and responsibilities as they relate to the project along with staff resumes on another page as a separate attachment.

- **Project Budget - Attachment D**

Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. Include only those items covered by state grant funds. However, identify any cash match and/or in-kind funds, when applicable. The budget must be reasonable, cost-effective, and in compliance with the allowable uses of funds provided in this document. A clear link between the proposed plan, objectives and activities, and the proposed budget items must be evident. In addition, the duties of project staff, their required qualifications, and percentage of time allocated must support the proposed plan, objectives, and activities. All budgets are subject to SCSA modifications and approval.

1. **Supplanting Prohibited:** Grant funds must be used to supplement existing funds for program activities and not replace those funds that have been appropriated for the same purpose. However, projects may supplement grant funds with funds from other sources. If selected for funding, a written certification must be provided to SCSA that the grant funds will not be used to supplant funds. Potential supplanting will be the subject of proposal review, post-award monitoring, and audit.
2. **Training:** Costs associated with training are allowable.
3. **Match Policies:** The match must be from a source other than the grant funds that are budgeted for this project. Expenditures for items such as personnel, operating expenses, or equipment are considered a match if not in violation of the prohibition on supplanting.
Cash match (hard match) for items such as personnel, facilities, and supplies may be considered cash match if not in violation of the prohibition on supplanting.
In-kind match (soft match) refers to goods and services that are contributed to the project and have a dollar value attached to them, as determined by fair market value. Examples include the donation of goods and volunteer time.
4. **Budget Categories:** There are three budget categories in the proposed budget: Personal Services (Salaries/Employee Benefits), Operating Expenses, and Equipment.

Personal Services:

- * **Salaries:** Include job description and all services performed by staff who are directly employed by the applicant and identify by position(s) and percentage of salaries. Consultants are to be identified in the Operating Expenses Category supported by a memorandum of understanding, contract, or operational agreement. Such documentation must be kept on file by the grantee and made available for review during an SCSA site or monitoring visit or audit upon request. They may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.
- * **Benefits:** Employee benefits must be identified by the type and percentage of salaries. Applicants may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant. Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, if negotiated as a part of the employee benefit package, are allowable budget items. A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1 ½ clerical positions).
- * **Prohibited Expense Items:** Projects are prohibited from paying any bonus or commission to any individual, organization, or firm.

Operating Expenses:

Allowable Expenses: Allowable operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be incurred during the grant period. The following items fall within this category:

- * **State Travel Policies:** Use the following state travel policies for budgeting travel expenses:
 - a. **Mileage:** When a privately owned vehicle is utilized on project-related business, a maximum of 31 cents per mile is allowed.

- b. Meals and Incidentals:**
 - **Breakfast \$6.00:** Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.
 - **Lunch \$10.00:** Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.
 - **Dinner \$18.00:** Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.
 - **Incidentals \$6.00:** Incidentals may be claimed for trips of 24 hours or more.
 - **Total: \$40.00**
- c. Lodging:** Reimbursement is not authorized without a receipt. Statewide allowance (with a lodging receipt) is the actual lodging expense up to \$84.00, plus applicable taxes, (except as noted below).
 - **Special Lodging Rates:** These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in the following areas: Alameda County, San Francisco County, San Mateo County, Santa Clara County, and Central/Western Los Angeles (with the borders of Sunset Boulevard on the north, the Pacific Ocean on the west, Imperial Boulevard/Freeway 105 on the south, and Freeways 110, 10, and 101 on the east).
- d. Other:** Taxi, airport shuttle, etc., which exceed \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.
- * **Consultant Services:** Independent contractors are defined as individuals or organizations that meet some or all of the following criteria and must not be used in lieu of employees:
 - a. Produce a specific product or service;
 - b. Work independently without direct supervision from the applicant;
 - c. Work on specific projects;
 - d. Provide services for a limited number of hours or period of time; and/or
 - e. Have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.
- * **Office Supplies, Telephone, Postage, Printing**
- * **Training Materials**
- * **Facility Rental**
- * **Rental Space for Training and Counseling Rooms**
- * **Rented or Leased Equipment:** If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it and must be approved by SCSA prior to the execution of any rental or lease agreement.
- * **Indirect Costs/Administrative Overhead:** Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs.
- * **Audits:** An audit is required for all SCSA recipients expending \$100,000 or more of SCSA grant awards. Applicants may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:
 - a. If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$1,500 for the financial audit costs; or

- b. If the total amount of the grant is greater than \$150,000, the applicant may budget up to 1 percent of the total grant for financial audit costs.

Prohibited Expenses:

- * **Lobbying:** Funds cannot be used for lobbying activities.
- * **Fundraising:** Funds cannot be used for fundraising incurred solely to raise capital or obtain contributions.
- * **Real Property and Improvements:** Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable.
- * **Interest:** The cost of interest payments is not allowable.
- * **Membership Dues:** The cost of membership dues is not allowable, unless approved in advance by SCSA.
- * **Professional License:** The cost of a professional license is not allowable.
- * **Annual Professional Dues or Fees:** The cost of professional dues or fees is not allowable.
- * **Charges, Fees, and Penalties:** Finance charges, late payment fees, penalties, and returned check charges are not allowable.
- * **Depreciation:** Depreciation charges are not allowable.

Equipment:

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight). A line item is required for each different type of equipment, but not for each specific piece of equipment.

Allowable Expenses: Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased. Rented or leased equipment, as well as equipment maintenance, must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness. Prior approval by SCSA is required. All equipment purchased in whole or in part with state grant funds is the property of the state government. However, under certain conditions, equipment may be transferred to the grantee at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

- * **Computers Purchase Request and Justification:** SCSA must give approval prior to purchase. Submission of requested information and justification will be required if the proposal is selected for funding. SCSA will evaluate the proposed purchase on the basis of grant-related need. Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

PART IV - GRANT PROPOSAL REVIEW AND AWARD PROCESS

A. PROPOSAL REVIEW

- Proposals will be reviewed by a panel of raters for compliance with the criteria set forth in this RFP.
- Statewide geographical distribution will be considered (north, south, central; urban, rural; small, large cities/counties) as part of the funding criteria.
- Questions regarding the grant proposal process should be directed to: Claudie Kiti at (916) 651-8792 or may be e-mailed to igrants@scsa.ca.gov.

B. EVALUATION CRITERIA

- Proposals will be evaluated and grants will be awarded based upon the following criteria:
 1. Project Description: See *Preparing a Proposal, Part III B* and (Attachment C).
 2. Creativity
 3. Effectiveness
 4. Budget: See *Attachment D*
 5. Collaborative partnerships
 6. Timelines: See *Attachment E*
 7. Curriculum Standards: three or more relevant California state education standards
 8. Likelihood of replication
 9. Sustainability

C. PROCESSING GRANT AWARDS

- After selection of a project to be funded, SCSA will send the following:
 1. Grant Award Forms Package to the grantee for completion prior to the finalization of the Grant Award Agreement. SCSA is not obligated to fund such projects until the applicant correctly submits completed documents required for the Grant Award Agreement. The final, completed, and approved proposal becomes the Grant Award Agreement when signed by SCSA.
 2. Proof of authorization to enter into the Grant Award Agreement from the grantee's governing authority.
 3. Proof of incorporation or other authority to do business in the State of California and current status, 501(c)(3) status, financial solvency, and/or other evidence of the grantee's business status as required by SCSA.
- Applicants selected for funding will be required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies SCSA that the applicant will comply with all requirements.
- SCSA may add conditions to the Grant Award Agreement prior to funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement.
- A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement.
- Due to the limited amount of funds available, it may be necessary for SCSA to reduce the amount of the grant award from that requested by the applicant. In addition, SCSA reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, SCSA will notify the applicant prior to executing the grant award.

D. ADMINISTRATIVE REQUIREMENTS

The following requirements will apply to all projects selected for funding.

- **Grant Agreement**

All funding decisions of SCSA are final. Following SCSA's approval of the grant award, the grantee will receive a Grant Agreement Form, Terms and Conditions, and/or Procedures and Requirements. These documents, along with the applicant's Budget and Project Description, will comprise the Grant Agreement. Grant agreements must be signed and returned within 30 days from the date of SCSA's mailing of the agreement package. Failure to return the executed agreement within 30 days may result in revocation of the grant award. The Grant Agreement will be for a term of 12 months beginning on the approval date. The project will be required to comply with all applicable terms and conditions of the grant agreement. Failure to comply with the terms and conditions may render the

applicant ineligible for further grant funds from SCSA until such time that terms and conditions are met.

- **Payment of Grant Funds**

Once the Grant Agreement package is reviewed and finalized, 25 percent of the funds will be disbursed, with subsequent funds disbursed after each quarterly report. Ten (10) percent of the funds will be held back pending the receipt and approval of the Final Report.

- **Audit Requirements**

The grantee agrees that SCSA, the State Controller's Office, the State Auditor General's Office, and the Department of Finance, or their designated representatives shall have an absolute right of access to review and copy the grantee's records pertaining to the Grant Agreement, including, but not limited to, the grantee's contractors, subcontractors, vendors, and any entity receiving benefit from the grant funds. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of the Grant Agreement. Records pertaining to the Grant Agreement, or any part thereof requested, shall be made available to the designated auditor(s) upon request. Records shall be retained for at least three (3) fiscal years after the fiscal year in which the funds were dispersed, or three (3) fiscal years after the fiscal years in which the funds were expended, or until completion of the action and resolution of all issues which may arise as a result of any litigation, claim, negotiation or audit, whichever is later.

Grantees that are awarded \$100,000 or more in grant funds must arrange for an independent audit of the grant award and may budget a portion of the award for audit costs. Instructions for budgeting funds for audit costs are outlined in *Preparing a Proposal, Part III B* section.

- **SCSA Grantee Guidelines**

Grantees must administer their grants in accordance with any applicable SCSA Grantee Guidelines that may be issued. Failure to comply with these requirements may result in the withholding or termination of the grant award.

- **Data Collection and Documentation**

Grantees are required to participate in data collection and to submit this information in the quarterly reports. Grantees are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the grantee for the same period described above under *Audit Requirements*. If programmatic monitoring visits occur or if otherwise required by SCSA, these records may be reviewed by SCSA for accuracy and compared with the reported data submitted on the quarterly reports. Grantees are required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Grantees are to retain source documentation for quarterly reports. Grantees are required to have written job descriptions on file for all SCSA funded positions.

- **Quarterly and Final Reports**

Grantees shall submit a quarterly report on what has been accomplished to date and the status of the project. This report is due within 30 calendar days from the end of the reporting period. Delays in submitting these reports will result in the withholding of funds and may result in the termination of the grant award.

Grantees shall submit a final report within 30 days after the conclusion of the project.

- **Monitoring Visits**

Each project selected for funding is subject to monitoring of the progress of the project in achieving its goals and objectives and compliance with the Grant Award Agreement.

- **Copyrights, Rights in Data, and Patents**

SCSA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any materials produced by activities supported by a Grant Award Agreement, and to authorize others to do so.

REQUEST for PROPOSALS

CHECKLIST AND REQUIRED SEQUENCE

This checklist is provided to assist the applicant in ensuring that a complete proposal is submitted to SCSA. Failure to include any of the following elements may result in disqualification of the proposal. See *Proposal Instructions, Part III*.

☐ **PROPOSAL COVER SHEET** - Attachment A

☐ **GRANT AWARD FACE SHEET** - Attachment B

Must be signed by the official authorized to enter into Grant Award Agreement

☐ **PROJECT DESCRIPTION** - Attachment C

See *Preparing a Proposal, Part III B*

☐ **PROJECT BUDGET** - Attachment D

See *Preparing a Proposal, Part III B*

☐ **GRANT TERM AND TIMELINES** - Attachment E

ATTACHMENT A
PROPOSAL COVER SHEET



STATE AND CONSUMER SERVICES AGENCY
INNOVATIVE ENERGY EDUCATION GRANTS PROGRAM

Request for Proposals

Submitted by:

(Place name, address, and phone number of Applicant here)

Date

Delivered to

State and Consumer Services Agency
915 Capitol Mall, Suite 200
Sacramento, California 95814

Attention: Tiffany Golden

ATTACHMENT B

STATE AND CONSUMER SERVICES AGENCY

GRANT AWARD FACE SHEET

See Preparing a Proposal, Part III B

**STATE AND CONSUMER SERVICES AGENCY
GRANT AWARD FACE SHEET**

The State and Consumer Services Agency, hereafter designated SCSA, hereby makes a grant award of funds to the following

(1) Administrative Organization _____

hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

(2) Implementing Organization Name _____

Contact _____ **Address** _____

City/County _____ **State** _____

Telephone () _____ **Fax** () _____ **E-Mail** _____

(3) Project Title (60 characters maximum)	(6) Award No.
(4) Project Director (Name, Title, Address, City/County, State, Telephone, Fax, E-Mail)--(four lines maximum)	(7) Grant Period
	(8) State Amount
	(9) Cash Match
(5) Financial Officer (Name, Title, Address, City/County, State, Telephone, Fax, E-Mail)--(four lines maximum)	(10) In-Kind Match

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the appropriate governing authority to enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the SCSA Grantee Guidelines, the SCSA audit requirements, and other requirements as stated in the Request for Proposals (RFP). The grant recipient further agrees to all conditions and terms incorporated by reference in this RFP.

<p style="text-align: center;"><u>FOR SCSA USE ONLY</u></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p>(11) Individual Authorized to Sign for Grant Recipient</p> <p>_____ Name:</p> <p>_____ Title:</p> <p>_____ Address:</p> <p>_____ City, State, Zip:</p> <p>_____ Telephone: () Fax: ()</p> <p>_____ Email:</p> <p>_____ Date:</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <p>_____ Fiscal Officer, SCSA Date</p> <p>_____ Secretary, SCSA Date</p>
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ATTACHMENT C

PROJECT DESCRIPTION

No standard forms are provided for the Project Description

See Preparing a Proposal, Part III B

ATTACHMENT D

PROJECT BUDGET

See Preparing a Proposal, Part III B

BUDGET CATEGORY AND LINE ITEM DETAIL				
C. Equipment				COST
CATEGORY TOTAL				
PROJECT TOTAL				
FUND DISTRIBUTION	STATE	CASH MATCH	IN-KIND MATCH	
1. Amount of Funds				
2. Percentage of Funds				

ATTACHMENT E
GRANT TERM AND TIMELINES

No standard forms are provided.

Please summarize the following:

1. Duration of this project
2. Anticipated beginning date
3. Anticipated completion date
4. List significant project milestones and dates of achievement